



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #08-140-OPE

*(This Policy Bulletin Replaces PB #07-46-OPE)*

### REVISIONS TO THE SHELTER TYPE CODES/STANDARD UTILITY ALLOWANCE (SUA) LEVELS DESK GUIDE (W-205HH)

<p><b>Date:</b> November 5, 2008</p>	<p><b>Subtopic(s):</b> Shelter, Budgeting, Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p><b>Revisions to the Original Policy Bulletin:</b></p> <p>This policy bulletin has been revised to:</p> <ul style="list-style-type: none"> <li>• add Shelter Type codes <b>02, 11, 15, 16, 17, 24, 27, 28, 29, 30, 31, 32, 38, 40, 42, 43</b> and <b>44</b> to the list of codes that will automatically receive a Level I SUA if the household incurs a shelter expense.</li> <li>• remove information concerning Shelter Type codes that are not automatically granted a Level I SUA but may receive one if the household pays separately for a heating or an air conditioning expense. Those Shelter Type codes will now automatically receive a Level I SUA if they incur a shelter expense.</li> <li>• remove the note concerning usage of Shelter Type code <b>11</b> (Room Only), because it has been added to the listing of Shelter Type codes that will receive a Level I SUA if the household incurs a shelter expense.</li> <li>• update the list of Shelter Type codes that are only eligible for a Level III SUA.</li> </ul> <p>On October 1, 2008, the Shelter Type codes listed above became eligible for a level I SUA as a result of the Food Stamp (FS) SUA Maximization Initiative of the New York State Office of Temporary and Disability Assistance. Households with these Shelter Type codes that were previously ineligible for a Home Energy Assistance Program (HEAP) grant, are now HEAP eligible, and will be issued an annual \$1 HEAP grant if they incur a shelter expense. The issuance of a HEAP grant will qualify these households for a Level I SUA.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center*

Form **W-205HH** has been revised.

**Purpose:**

The purpose of this policy bulletin is to remind Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff that every Cash Assistance (CA)/FS and NCA FS case must be evaluated to determine the household’s SUA Level. These cases must be evaluated at application and recertification. Staff should use the Shelter Type Codes/Standard Utility Allowance (SUA) Levels Desk Guide (**W-205HH**) for help in determining the correct SUA level.

The SUA has three levels:

Level I

The Level I SUA covers heating and air conditioning, utilities and telephone costs. It is available to households:

- that are regularly billed separately from their rent or mortgage for heating and/or air conditioning;
- for which heat is included in their rent;
- that have received a HEAP payment within the past 12 months; or
- whose application for and receipt of HEAP is reasonably anticipated within 12 months.

Supplemental heating

**Note:** Utility costs for the operation of a space heater, electric blanket, heat lamp, cooking stove and the like when used as a supplemental heating source do not qualify a household for the SUA. Also, the cost of an electric blower for an oil or gas furnace does not qualify a household for the SUA.

Shelter Type codes automatically eligible for a Level I SUA when a FS Shelter expense is entered on the **NSBL02** screen.

Households with the following Shelter Type codes that incur a shelter expense will automatically receive a Level I SUA when the budget is calculated in the Welfare Management System (WMS):

- **01** Unfurnished Apartment or Room
- **02** NYCHA Apartment – Utilities Included
- **03** Own Home (Includes Trailer)
- **11** Room Only
- **15** Congregate Care Level 1 (NYC/Nassau/Suffolk/Westchester/Rockland)
- **16** Congregate Care Level 2 – State Certified (NYC/Nassau/Suffolk/Westchester/Rockland)
- **17** Congregate Care Level 2 – State Operated
- **20** Emergency Rental Supplement Program
- **24** NYCHA Apartment - Utilities Not Included

- **25** Rented Private Home
- **26** Furnished Apartment
- **27** Residential Treatment Center - Non-Level 2
- **28** Congregate Care Level 1 - Rest of State
- **29** Congregate Care Level 2 - State Certified - Rest of State
- **30** Scatter Site Homeless Housing Non-Tier I/Non-Tier II Less than 3 meals daily
- **31** Residential Treatment Center - Level 2 Facility - NYC, Nassau, Suffolk, Westchester, and Rockland
- **32** Residential Treatment Center - Level 2 Facility - Rest of State
- **38** Subsidized Housing - Deep Subsidy - Voucher Program/ Project Based Section 8
- **39** Subsidized Housing - Shallow Subsidy - Section 236/ Section 202
- **40** Section 8 Voucher - 30% Limit
- **41** Jiggetts - Approved Excess Shelter
- **42** Congregate Care Level 3 - Adult Homes and DOH Enriched Housing
- **43** Congregate Care Level 2 - OMH/OMRDD Supervised/ Supportive Apartments
- **44** Supportive/Specialized Housing

Shelter types may be eligible for a Level I SUA when a FS shelter expense is blank or zero on the **NSBL02** screen.

If a household with a Shelter Type code listed above does not incur a shelter expense, the household can still receive a Level I SUA if it incurs an air conditioning expense or pays separately for heat. In these instances an entry is required in the appropriate field on the **NSBLO2** screen of the budget.

This applies to CA cases only.

- If the FS Shelter and PA Shelter amounts both equal zero, then an **X** must be entered in the **FSUA** field;
- If the FS Shelter amount is greater than zero and the PA Shelter amount equals zero (no entry in **FSUA** indicator field), an **O** must be entered in the Proration Indicator field.

See the Public Assistance Budgeting Manual or NPA FS Budgeting Manual for details on zero shelter cases.

Level II

A washer or dryer expense can qualify for Level II SUA

The Level II SUA includes all utility costs other than heating or air conditioning. It includes telephone, electricity, washer/dryer, freezer, cooking fuel, trash collection, water fees, fuel for heating water and the rental fee for a propane tank. Households that do not meet the criteria for a Level I SUA and are billed separately for at least one of these utilities (other than telephone) are eligible for a Level II SUA.

Zero Shelter cases

To issue a Level II SUA to households which do not incur a shelter expense, the JOS/Worker must enter an "X" in the **FSUT:IND** field on the **NSBL02** screen of the budget.

### Level III

The Level III SUA covers the cost of basic service plus tax for one telephone. WMS will automatically provide a Level III SUA for all Shelter Type codes that do not meet the criteria for a Level I or II SUA, with the exception of the following:

- **04** Room and Board
- **19** Approved Medical Facilities – Non Hospital
- **23** Undomiciled

Shelter Type codes **04** and **19** are used on CA-only budgets where SUA eligibility is not applicable. Shelter Type code **23** (undomicilled) cases are budgeted with a standard homeless shelter deduction.

The following Shelter Type codes are only eligible for a Level III SUA:

- **06** Hotel/Motel Temporary
- **13** Residential Programs for Victims of Domestic Violence (Less than 3 meals per day)
- **14** Residential Programs for Victims of Domestic Violence (3 meals per day)
- **33** Homeless Shelter - Tier I or Tier II (Less than 3 meals per day)
- **34** Homeless Shelter - Tier II (3 meals per day)
- **35** Homeless Shelter - Non Tier I Non Tier II

Secondary tenants are entitled to the same SUA Level as the primary tenant. If the primary tenant is not applying for or in receipt of FS, the secondary tenant is entitled to the same SUA Level the primary tenant would have received if he/she received FS benefits.

A sample of the revised form is attached.

Job Center Directors and NCA FS Center Managers must ensure that all previous versions of form **W-205HH** are removed from circulation and recycled.


*Effective October 1, 2008*

Shelter Type codes eligible for Level III SUA only

**References:**

ABEL Transmittal 08-2 Information # 2: SUA Maximization Changes  
18 NYCRR 387.12 (f) (3) (v)  
Food Stamp Source Book, Section 11, pages 258 - 262  
Budgeting Manual Public Assistance Program (Appendix A)  
Budgeting Manual NPA Food Stamp Program (Appendix A)

**Attachment:**

 Please use Print on Demand to obtain copies of forms.

**W-205HH** Shelter Type Codes/Standard Utility Allowance (SUA) Levels Desk Guide (Rev. 11/5/08)

### Shelter Type Codes/Standard Utility Allowance (SUA) Levels Desk Guide

Shelter Type Code	Description	Does household incur a shelter expense?  (1)	Does household incur an air conditioning expense?  (2)	Does household pay separately for heat?  (3)	Has household received a HEAP grant within the last 12 months or is it expecting one within the next 12 months?  (4)	Does household pay separately for utilities?  (5)
01	Unfurnished Apartment or Room	<p style="text-align: center; font-size: 4em; color: lightblue; opacity: 0.5;">SAMPLE</p>	<p style="text-align: center; font-size: 4em; color: lightblue; opacity: 0.5;">SAMPLE</p>	<p style="text-align: center; font-size: 4em; color: lightblue; opacity: 0.5;">SAMPLE</p>	<p style="text-align: center; font-size: 4em; color: lightblue; opacity: 0.5;">SAMPLE</p>	<p style="text-align: center; font-size: 4em; color: lightblue; opacity: 0.5;">SAMPLE</p>
02	NYCHA Apartment – Utilities Included					
03	Own Home (Includes Trailer)					
20	Emergency Rental Supplement Program					
24	NYCHA Apartment – Utilities Not Included					
25	Rented Private Home					
26	Furnished Apartment					
38	Subsidized Housing – Deep Subsidy – Voucher Program/Project Based Section 8					
39	Subsidized Housing – Shallow Subsidy – Section 236/Section 202					
40	Section 8 Voucher – 30% Limit					
41	Jiggetts – Approved Excess Shelter					
44	Supportive/Specialized Housing					

**Reminders:**

- Secondary tenants are entitled to the same SUA level as the primary tenant.
- If household incurs a nonheating/cooling expense such as washer/dryer or freezer and is not eligible for Level I SUA, give Level II SUA.

### Shelter Type Codes/Standard Utility Allowance (SUA) Levels Desk Guide

Shelter Type Code	Description	Does household incur a shelter expense?
11	Room Only	These shelter types will automatically receive a Level I SUA if they incur a shelter expense, or a Level III SUA if they do not incur a shelter expense. They are not eligible for a Level II SUA.
17	Congregate Care Level 2 – State Operated	
27	Residential Treatment Center – Non-Level 2	
15	Congregate Care Level 1 (NYC/Nassau/Suffolk/Westchester/Rockland)	These shelter types will automatically receive a Level I SUA.
16	Congregate Care Level 2 – State Certified (NYC/Nassau/Suffolk/Westchester/Rockland)	
28	Congregate Care Level 1 – Rest of State	
29	Congregate Care Level 2 – State Certified – Rest of State	
30	Scatter Site Homeless Housing Non-Tier I/Non-Tier II Less than 3 meals daily	
31	Residential Treatment Center – Level 2 Facility– NYC, Nassau, Suffolk, Westchester, and Rockland	
32	Residential Treatment Center – Level 2 Facility– Rest of State	
42	Congregate Care Level 3 – Adult Homes and DOH Enriched Housing	
43	Congregate Care Level 2 – OMH/OMRDD Supervised/Supportive Apartments	
06	Hotel/Motel Temporary	
13	Residential Programs For Victims Of Domestic Violence (Less than 3 Meals Per Day)	
14	Residential Programs For Victims Of Domestic Violence (3 Meals per Day)	
33	Homeless Shelter – Tier I or Tier II – (Less Than 3 Meals Per Day)	
34	Homeless Shelter – Tier II – (Three Meals Per Day)	
35	Homeless Shelter – Non-Tier I Non-Tier II	

**Reminders:**

- Shelter Type codes **04** and **19** are used on CA only budgets in which SUA eligibility is not applicable.
- Shelter Type code **23** cases are budgeted with a standard homeless shelter deduction and are not eligible for any SUA.